

8 July 1963

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-30 June 1963

1. Cables Processed

a. CIA cables processed totaled 19,089 IN cables, 7,341 OUT cables, 1,692 TD's, and 3,016 miscellaneous items for a total of 31,138 work items. This represents an increase of 5,983 items or 23% over the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 15,220, an increase of 2,255 or 17% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 46,358 items. The June total, though less than for May, represents an increase of 8,240 or 22% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,545 items each 24 hours including Saturdays and Sundays.

d. 1,260 cables or 3% of all cables processed were furnished to the Director as compared to 1,595 or 4% for May 1963.

2. Personnel

25X1A

a. We have [REDACTED] persons on duty against a T/O of [REDACTED]. Next month the Office of Personnel has promised to do all they can to fill our vacancies, and it looks as though we will be up to strength in August or September. 25X1A

b. I will be on military duty with SWIFTSTRIKE III in Spartansburg, South Carolina, from 7-20 July 1963.

3. General

a. As stated in our previous report the Signal Center Archives is as of 1 July 1963 under the Cable Secretariat. The name has been changed to CIA Cable Reference File and the symbol RF will be used to designate copies for filing in the Reference File. X

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

c. State Department has at last gone along with our request for fewer copies of their messages, and we are in good shape procedure-wise.

Cable Secretary

100-443881-100

Mark noted on
6 June 63